
XD – PAYROLL DATA CORRECTION ADJUSTMENT TRANSACTION


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XD – PAYROLL DATA CORRECTION

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ICONS

Throughout this adjustment section are explanations of the procedure as well as procedural steps. Also, there are decision-making options for times when the user has to make a decision based on his/her business needs. As an aide, there are three (3) icons on the left to help you quickly identify the text. The icons are:

 = Explanation

 = Decision

 = Procedural Steps

Payroll Data Correction (XD) Overview



The payroll data correction (XD) transaction is system generated at the time of payroll production. It identifies errors encountered while trying to process payroll. Even though the XD does not hold up payroll, it is a payroll reject transaction that must be fixed.

With a XD, the payroll is processed but the charge is suspended in the department's 9's account until it is corrected. The XD must be corrected for the payroll to charge against the correct cost centers. After corrections are made, the XD can be processed to decrease expenditures in the department's 9's account and increase expenditures in the original distribution account.

Preventing the XD Transaction



To prevent a XD, you must ensure that the MMARS accounting structure and values for payroll are updated with changes. Program and organization codes used in PCRS and MMARS should always be in sync.

- If program codes are required by MMARS make sure all of your employees' defaults are populated with valid program codes.
- Also, if expense budgets are required by your department, make sure they are set up in MMARS. If they are not, each payroll will generate XDs.

Detecting the XD



The XD transaction error can be detected by accessing the PCRS Holding File. XD's have a status of REJECT.

XD Document Overview



The XD will always have one decrease line and one increase line. Only after the XD is processed to DONE status does it update both MMARS and PCRS detail labor history.

The XD error message is listed at the bottom left of the screen. You can correct the XD either by: (1) modifying data on the increase line, or (2) changing information in MMARS, e.g., expense budget.

All XD transactions are automatically processed each night during the regular nightly batch process. If they do not pass PCRS and MMARS edits, they will remain in a REJECT status in the Holding File. If they pass all edits, they will go to a DONE status in the Holding File.

```

Correct errors as noted ; press <Enter> when finished.
VADJTM24 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress 9/28/2000
CTRAEY          Maintain Adjustments 11:31 AM
                  Payroll Data Correction Document (XD)
-----
Edit/Proc: _ Approval: _ MMARS Override: _ PCRS Override: _ Status: RJ
Pay Prd End Date: 06 10 2000 Acctg Prd: _ Employees: 000001
DOC ID: XD DDD 8300 2860001 Date: 10 13 1999 Document Total: 2200.00

      BUD FY DPT  APPROP  SUB ORG/SB  OBJ/SB  PROG TY  PRJ/CL/GRC  ACTV RPTG
      -----
      Description                                Line Amount  I/D
      -----
01  2000 DDD DDD99999 99  _ _ 999 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
      DEFAULT ACCOUNT DISTRIBUTION_ 1100.00 D
02  2000 DDD 85002000 00 8300 _ A01 _ _ _ _ _ G C000000000 010N 1209
      ORIGINAL ACCOUNT DISTRIBUTION_ 1100.00 I
      _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
      _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

02-PR003-INVALID ACTIVITY ON ACTV          02-A048E-EXPENSE BUDGET DOES NOT EXIS
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done Help Delet Exit VuSel Errs Selct Back Frwd Prior Labor Menu

```

Maintain Adjustments Payroll Data Correction Document (XD) screen

Please refer to Adjustment Subsystem Introduction in this section of the manual for instructions on Viewing an Adjustment Transaction and Listing an Adjustment Transaction.

**Non-Modifiable/
Modifiable
Fields on
The XD
Document**



NON-MODIFIABLE FIELDS

Statutory fields – budget fiscal year, department, appropriation, subsidiary, reporting category, object code – on the increase line are non-modifiable.

MODIFIABLE FIELDS

The statutory field of organization is modifiable. Also, non-statutory MMARS fields and PCRS Labor Distribution fields – program code, type, prj/cl/grc, activity code, description, department defined 1 - 6, secretariat defined 1 – 2 – can be altered.

```

Enter a selection or press <PF12> for main menu.
Holding file list function completed.
VADJTM00 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress 9/28/2000
CTRAEY Adjustments Subsystem Menu 11:33 AM
-----

Doc-Id Number: 2860001

Selection: MXD (A Add, M Modify, V View)+ Transaction Type, L for Inquiry List

Holding File Inquiry List Status: ____
XF - Insufficient Funds Correction
XD - Payroll Data Correction
XA - Expenditure Correction
XE - Expenditure Refund
XC - Prior Year Refund
XU - User/Sect; Earn Code/Hours

Dept: DDD Org: 8300 Pay Period End Date: 06 10 2000
SSN: ____
Employee ID: ____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Done Help Exit Prior Menu

```

Adjustments Subsystem Menu screen

Modifying A XD Transaction



DOC-ID NUMBER FIELD

The XD Document Id Number is system generated. You have the ability to modify a XD transaction either from the holding file (as described in "Listing an Adjustment Transaction" in the Adjustment Introduction section) or from the Adjustments Subsystem Menu. If you choose to modify through the subsystem menu, you need to **enter the seven (7) characters of the Doc-Id** for the XD transaction to be modified.

SELECTION FIELD

In the Selection Field type **<M>** for MODIFY and **<XD>** to identify the transaction code to be modified, in this case, a payroll reject.

DEPT AND ORG FIELDS

At the bottom of the screen, the **Dept** and **Org** fields are pre-filled with your MMARS department and organization code. Based on security, these fields can be modified.

PAY PERIOD END DATE FIELD

The **Pay Period End Date** is pre-filled and irrelevant when selecting an XD.

Response:

```

Correct errors as noted ; press <Enter> when finished.
VADJTM24 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress          9/28/2000
CTRAEY                               Maintain Adjustments                11:31 AM
                                Payroll Data Correction Document (XD)

-----
Edit/Proc: _ Approval: _ MMARS Override: _ PCRS Override: _ Status: RJ
Pay Prd End Date: 06 10 2000 Acctg Prd: _ Employees: 000001
DOC ID: XD DDD 8300 2860001 Date: 10 13 1999 Document Total:          2200.00

BUD FY DPT APPROP SUB ORG/SB OBJ/SB PROG TY PRJ/CL/GRC ACTV RPTG
-----
                                Description                               Line Amount      I/D
                                -----
01  2000 DDD DDD99999 99  _ _ _ 999 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
                                DEFAULT ACCOUNT DISTRIBUTION_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
02  2000 DDD 85002000 00 8300 _ A01 _ _ _ _ G C000000000 010N 1209
                                ORIGINAL ACCOUNT DISTRIBUTION_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

02-PR003-INVALID ACTIVITY ON ACTV          02-A048E-EXPENSE BUDGET DOES NOT EXIS
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Done Help Delet Exit VuSel Errs Selct Back Frwd Prior Labor Menu

```

Maintain Adjustments Payroll Data Correction Document (XD) screen

-

If the correction to the payroll reject (XD) is intended to redistribute all employees' labor history records associated with the XD to one increase line, there is no need to tag individual employees' labor history records. The next step would be to make the necessary modification to either the increase line of the document or in MMARS. Edit the document by putting an **<O>** in the **Edit/Process** field to invoke all PCRS edits. If it passes all edits, the document will be put into a scheduled status.

Tagging Labor History for a XD Document



Entering Additional XD Increase Lines



If any of the employees associated with the payroll reject need to be re-distributed to other cost accounting fields, it is necessary to create additional increase lines within the document and then "tag" labor history to those lines.

1. **<TAB>** down from the original increase line to the first available field on the next line.
2. Enter **<02>**.

```

Correct errors as noted ; press <Enter> when finished.
VADJTM24 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress      9/28/2000
CTRAEY                               Maintain Adjustments              11:36 AM
                               Payroll Data Correction Document (XD)

-----
Edit/Proc: _ Approval: _ MMARS Override: _ PCRS Override: _ Status: RJ
Pay Prd End Date: 06 10 2000 Acctg Prd: _ Employees: 000001
DOC ID: XD DDD 8300 2860001 Date: 10 13 1999 Document Total:      2200.00

BUD FY DPT  APPROP  SUB ORG/SB  OBJ/SB  PROG TY  PRJ/CL/GRC  ACTV RPTG
-----
                               Description                               Line Amount   I/D
-----
01  2000 DDD DDD99999 99 _ _ _ 999 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
                               DEFAULT ACCOUNT DISTRIBUTION_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
02  2000 DDD 85002000 00 8300 _ A01 _ _ _ _ _ G C000000000 010N 1209
                               ORIGINAL ACCOUNT DISTRIBUTION_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
02
-----

02-PR003-INVALID ACTIVITY ON ACTV          02-A048E-EXPENSE BUDGET DOES NOT EXIS
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Done Help Delet Exit VuSel Errs Selct Back Frwd Prior Labor Menu
  
```

3. Press **<ENTER>**.
Response: The original increase line has been duplicated onto the new increase line.

```

Use <PF12> to cancel; or enter distribution, then <PF6> to tag labor history.
VADJTM24 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress      9/28/2000
CTRAEY                               Maintain Adjustments              11:40 AM
                               Payroll Data Correction Document (XD)

-----
Edit/Proc: _ Approval: _ MMARS Override: _ PCRS Override: _ Status: RJ
Pay Prd End Date: 06 10 2000 Acctg Prd: _ Employees: 000001
DOC ID: XD DDD 8300 2860001 Date: 10 13 1999 Document Total:      2200.00

BUD FY DPT  APPROP  SUB ORG/SB  OBJ/SB  PROG TY  PRJ/CL/GRC  ACTV RPTG
-----
                               Description                               Line Amount   I/D
-----
01  2000 DDD DDD99999 99 _ _ _ 999 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
                               DEFAULT ACCOUNT DISTRIBUTION_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
02  2000 DDD 85002000 00 8300 _ A01 _ _ _ _ _ G C000000000 010N 1209
                               ORIGINAL ACCOUNT DISTRIBUTION_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
03  2000 DDD 85002000 00 1000 _ A01 _ _ _ _ _ G C000000000 010N 1209
                               ORIGINAL ACCOUNT DISTRIBUTION_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
-----

02-PR003-INVALID ACTIVITY ON ACTV          02-A048E-EXPENSE BUDGET DOES NOT EXIS
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---Done
Help Delet Exit VuSel Errs Selct Back Frwd Prior Labor Menu
  
```

*NOTE: You can continue to duplicate lines in the document by tabbing down to the next available line, entering the new line number and pressing **<ENTER>**.*

*To move forward to the next screen to enter more lines, press **<F8>** or **<Alt> and <8>** to scroll.*

Remember, each new line must be different.



1. Place the cursor anywhere on either the decrease or increase line of information.
2. Press **<F6>** or **<Alt> and <6>** for employees by Social Security Number or press **<F4>** or **<Alt> and <4>** for employees by Employee ID.

*NOTE: For this function, the **<F4>** is a toggle switch.*

Response: A pop-up screen alphabetically listing all employees whose labor history records match the criteria given in the increase line appears.



The **Line** field is pre-filled with 02 which represents all the people associated with the original increase line.

Response:

```

Change line number to tag labor history.

Line Name                SSN                Etyp Obj Hours          Charges
-----
02 OSMOND, MARIE01 654826231  HLN 999      7.500          100.00
02 OSMOND, MARIE02 654826231  REG 999     75.000         1000.00

```

*Maintain Adjustments Payroll Data Correction Document (XD) screen with
Select Labor History Pop-Up Window: SSN*

Response:

```
Change line number to tag labor history.
```

Line	Name	Empl-Id	Etyp	Obj	Hours	Charges
02	OSMOND, MARIE01	BMB6001	HLN	999	7.500	100.00
02	OSMOND, MARIE02	BMB6001	REG	999	75.000	1000.00
--						
--						
--						
--						
--						
--						
--						
--						
--						
--						
--						

Start List At: _____

Enter-----PF4-----PF8-----PF12----

Done SSN/ EmpId Frwd Cancl

*Maintain Adjustments Payroll Data Correction Document (XD) screen with
Select Labor History Pop-Up Window: Employee ID*

1. Select the employees to be redistributed.
2. In the LN field, type the line number you want the employee's (s') labor history to go to.

Change line number to tag labor history.

Line	Name	Empl-Id	Etyp	Obj	Hours	Charges
02	OSMOND, MARIE01	BMB6001	HLN	999	7.500	100.00
03	OSMOND, MARIE02	BMB6001	REG	999	75.000	1000.00

Start List At: _____

Enter-----PF4-----PF8-----PF12----

Done SSN/ EmpId Frwd Cancl

3. Press <ENTER>.

Response:

Correct errors as noted ; press <Enter> when finished.

VADJTM24 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress 9/28/2000

CTRAEY Maintain Adjustments 11:49 AM

Payroll Data Correction Document (XD)

Edit/Proc: _ Approval: _ MMARS Override: _ PCRS Override: _ Status: RJ

Pay Prd End Date: 06 10 2000 Acctg Prd: _ Employees: 000001

DOC ID: XD DDD 8300 2860001 Date: 10 13 1999 Document Total: 2200.00

BUD	FY	DPT	APPROP	SUB	ORG/SB	OBJ/SB	PROG	TY	PRJ/CL/GRC	ACTV	RPTG	Description	Line Amount	I/D
01	2000	DDD	DDD99999	99		999						DEFAULT ACCOUNT DISTRIBUTION	1100.00	D
02	2000	DDD	85002000	00	8300	A01			G C000000000	010N	1209	ORIGINAL ACCOUNT DISTRIBUTION	100.00	I
03	2000	DDD	85002000	00	1000	A01			G C000000000	010N	1209	ORIGINAL ACCOUNT DISTRIBUTION	1000.00	I

02-PR003-INVALID ACTIVITY ON ACTV 02-A048E-EXPENSE BUDGET DOES NOT EXIS

Maintain Adjustments Payroll Data Correction Document (XD) screen after Labor History Has Been Tagged



The figures in the Line Amount fields are the dollar total of the labor history records tagged in the previous screen. The document is now ready for editing.

1. Get back into the XD document by entering the **Doc-Id** and **<MXD>** on the Adjustments Subsystem Menu screen.

3. Place the cursor anywhere on any increase line.

NOTES: 1. For this function, the <F4> key is a toggle switch.

2. You can never untag labor history for the original increase line on a XD.

Response:

Change line number to tag labor history.					
Line	Name	SSN	Etyp	Obj Hours	Charges
<hr/>					
02	OSMOND, MARIE01	654826231	HLN	999 7.500	100.00
03	OSMOND, MARIE02	654826231	REG	999 75.000	1000.00
<hr/>					
Start List At:	_____				
Enter-----PF4-----PF8-----PF12---					
Done SSN/ EmpId Frwd Cancl					

Maintain Adjustments Payroll Data Correction Document (XD) screen after Labor History has been Tagged: SSN

[illegible]

Maintain Adjustments Payroll Data Correction Document (XD) screen after Labor History has been Tagged: Employee ID

Selecting a New Group of Employees in the XD



To assign a group of employees to a different increase line:

1. Type the correct increase line number from the XD next to the set of names. In this case tagging all records back to Line 02.

2. Press **<ENTER>** when the list of chosen employees is completed.
Response: The window closes and the XD document appears with the total dollar figure for this new list. Employees' labor history records will be listed in the **Line Amount** field.

```

Correct errors as noted ; press <Enter> when finished.
VADJTM24 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress          9/28/2000
CTRAEY                               Maintain Adjustments                1:12 PM
                                Payroll Data Correction Document (XD)

-----
Edit/Proc:  _ Approval:  _ MMARS Override:  _ PCRS Override:  _ Status: HD
Pay Prd End Date: 06 10 2000 Acctg Prd:  _ Employees: 000001
DOC ID: XD DDD 8300 2860001 Date: 10 13 1999 Document Total:                2200.00

BUD FY DPT  APPROP  SUB ORG/SB  OBJ/SB  PROG TY  PRJ/CL/GRC  ACTV RPTG
-----
                                Description                                Line Amount  I/D
-----
01    2000 DDD DDD99999 99    _ 999 _ _ _ _ _ _ _ _ _ _
    DEFAULT ACCOUNT DISTRIBUTION_ _ _ _ _ _ _ _ _ _ 1100.00 D
02    2000 DDD 45002000 00 8300 _ A01 _ _ _ _ G C000000000 010N 1209
    ORIGINAL ACCOUNT DISTRIBUTION_ _ _ _ _ _ _ _ _ _ 1100.00 I
-----
                                -----
02-PR003-INVALID ACTIVITY ON ACTV          02-A048E-EXPENSE BUDGET DOES NOT EXIS
-----
Enter-PP1---PP2---PP3---PP4---PP5---PP6---PP7---PP8---PP9---PP10---PP11---PP12---
Done Help Delet Exit VuSel Errs Selct Back Frwd Prior Labor Menu

```

Editing the XD Document



Place the cursor in the **Edit/Proc** field.

1. Enter a **<P>** to invoke PCRS Edits only, or an **<O>** to invoke PCRS Edits **and** schedule the document for batch processing.
2. Press **<ENTER>**.

*Note: Your security will determine whether you can use the **<P>** or **<O>** function.*



Any PCRS errors will appear one at a time at the top of the screen. Once the document is error free, the Adjustments Subsystem Menu appears. Depending on security clearance, errors can be corrected by (1) changing the “I” line, or (2) performing a PCRS override. (Refer to the next section of this procedure for the PCRS Override procedure).

PCRS Override

Overview



Rules for the current pay period may not have been in place for the prior period a department is adjusting. To process these transactions, a PCRS override needs to be performed to bypass the current rules settings.

The ability to perform an override is based on security. Overrides are unique to each department.

```

Correct errors as noted ; press <Enter> when finished.
VADJTM24 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress      9/28/2000
CTRAEY                               Maintain Adjustments              1:12 PM
                               Payroll Data Correction Document (XD)
-----
Edit/Proc: O  Approval: _  MMARS Override: _  PCRS Override: Y  Status: HD
Pay Prd End Date: 06 10 2000  Acctg Prd: _  Employees: 000001
DOC ID: XD DDD 8300 2860001  Date: 10 13 1999  Document Total:      2200.00

  BUD FY DPT  APPROP  SUB ORG/SB  OBJ/SB  PROG TY  PRJ/CL/GRC  ACTV RPTG
  -----
                                Description                                Line Amount  I/D
  -----
01  2000 DDD DDD99999 99 _ _ _ 999 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
                                DEFAULT ACCOUNT DISTRIBUTION_          1100.00 D
02  2000 DDD 85002000 00 8300 _ A01 _ _ _ _ _ G C000000000 010N 1209
                                ORIGINAL ACCOUNT DISTRIBUTION_          1100.00 I
  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

02-PR003-INVALID ACTIVITY ON ACTV      02-A048E-EXPENSE BUDGET DOES NOT EXIS
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Done Help Delet Exit VuSel Errs Selct Back Frwd Prior Labor Menu

```

Maintain Adjustments Expenditure Correction Document screen

Override Procedure



To perform a PCRS override:

1. In the Main Adjustments Expenditure Correction Document screen in the edit stage, enter **<O>** in the **Edit/Proc** field.

Response: Cursor automatically moves to PCRS Override field.

2. Enter **<Y>**.

Response: A “PCRS Overrides” pop-up screen appears listing the overrides or “bypasses”. Each department has unique bypasses.

VADJTM24 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress		9/28/2000	
CTRAEY Maintain Adjustments		1:20 PM	
Payroll Data Correction Document (XD)			
Edit/Proc: P Appr		Edit Overrides	
Pay Prd End Date:		de: Y Status: HD	
DOC ID: XD DDD 830		000001 tal: 2200.00	
BUD FY DPT		Please Select Override(s):	
-----		Bypass Position-Account Rules /GRC ACTV RPTG	
-----		Bypass Organization Rule	
-----		Bypass Program Rule	
-----		Bypass Department-1/Program Rule	
-----		Bypass Department 1-6 Rule	
-----		Bypass Secretariat 1-2 Rule	
01	2000 DDD D	Line Amount	I/D
02	2000 DDD 4	1100.00 D	
		0000 010N 1209	
		1100.00 I	

02-PR003-INVALID ACTIVITY ON ACTV 02-A048E-EXPENSE BUDGET DOES NOT EXIS			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Done Help Delet Exit VuSel Errs Selct Back Frwd Prior Labor Menu			

3. Place the cursor in front of the rule that needs to be bypassed and enter **<X>**.

NOTE: Select as many bypasses as needed.

4. Press **<ENTER>**.

The Adjustments Subsystem Menu screen appears.